

(Month Date, Year)

Goodwill Auto Auction
1511 Kuntz Road
Dayton, Ohio 45404

To whom it may concern,

Please accept this as a letter of intent to donate my
_____(insert item name)_____, serial number
_____(insert serial number)_____ to the Goodwill Auto
Auction in Dayton, Ohio.

Include any information about the status of the item
being donated, i.e. color, condition, age, etc.

Sincerely,

Signed name

Model Number _____(insert model number)_____